

**SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO
OFFERORS INDEX**

L.1 FAR 52.252-1	Solicitation Provisions Incorporated by Reference (FEB 1998)
L.2 FAR 52.204-6	Data Universal Numbering System (DUNS) Number (APR 2008)
L.3 FAR 52.215-16	Facilities Capital Cost of Money (JUN 2003)
L.4 FAR 52.216-1	Type of Contract (APR 1984)
L.5 FAR 52.232-38	Submission of Electronic Funds Transfer Information with Offer (MAY 1999)
L.6 FAR 52.233-2	Service of Protest (SEPT 2006)
L.7	General Information
L.8	Special Notices
L.9	Proposal Submission
L.10	Technical Proposal
L.11	Business Management Proposal Instructions
L.12	Disclosure of Conflicts of Interest

***TAR = Transportation Acquisition Regulation**

Standard Forms or Procurement Forms may be accessed electronically at the address (es):
www.gsa.gov/forms/forms.htm or www.gsa.gov/forms/farnumber.htm

**L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address (es):
<http://www.arnet.gov/far>

NOTE: Provisions incorporated by reference are indicated by an “X”

- X 52.215-1 Instructions to Offerors - Competitive Acquisition (JAN 2004)
- X 52.215-20 Requirements for Cost or Pricing Data or Information
Other than Cost or Pricing Data (OCT 1997)
- ___ 52.222-24 Preaward On-Site Equal Opportunity Compliance Review (APR 1984)

**L.2 FAR 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
(APR 2008)**

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS number or “DUNS+4” that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same concern.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

- (i) Via the internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
- (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

- (i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(End of Provision)

L.3 FAR 52.215-16 FACILITIES CAPITAL COST OF MONEY (JUN 2003)

- a. Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10 (b) are met. One of the allowability criteria requires the prospective contractor to propose facilities capital cost of money in its offer.
- b. If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

L.4 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an IQC, Time and Materials (T&M) type contract from this Solicitation.

L.5 FAR 52.232-38 SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER (MAY 1999)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b) (1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

- (1) The solicitation number (or other procurement identification number).

- (2) The offeror's name and remittance address, as stated in the offer.
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).
- (6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.
- (7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

(End of provision)

L.6 FAR 52.233-2 SERVICE OF PROTEST (SEPT 2006)

- a. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Ross Jeffries, Director
Office of Acquisition Management
National Highway Traffic Safety Administration
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590

- b. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.7 GENERAL INFORMATION

a. Small Business Set-Aside

- (1) This requirement [x] is [] not a 100 percent small business set-aside.
- (2) For the purpose of this solicitation, the small business size standard is 11.5M.
- (3) The North American Industry Classification System (NAICS) is 541330.

b. Preproposal Conference

- [X] A preproposal conference is not contemplated.
- [] A preproposal conference will be held as indicated below:

Time:
Date:
Place:

Please limit attendance to three (3) people per organization.

You are requested to submit your questions in writing to arrive at least ____ days prior to the date of such a conference.

Please mark the outside of the envelope "**PRE-PROPOSAL QUESTIONS RFP NO.**
“to expedite handling.

c. **Government Staffing Estimate**

The Government's estimate of **scientific professional and/or technical staffing** for this project is approximately N/A hours. This information is advisory and is not to be considered as the sole basis for the development of your staffing plans.

d. **Pre-Award Survey**

The Government reserves the right to conduct a pre-award survey or to require other evidence of technical, managerial, financial, and similar abilities to perform the work described in this solicitation prior to the award of a contract.

e. **Literature Search**

If a literature search is to be conducted in performance of the contract resulting from this solicitation, the Contractor, after award but prior to initiating the search, will be required to consult with the Contracting Officer's Technical Representative (COTR) and/or TOM in order to make maximum use of the services of NHTSA's Technical Information Services.

All documents, original or copies, acquired with contract funds by the Contractor in performing the resultant literature search shall become the property of NHTSA (Technical Information Services) at the completion of the contract without additional charge to NHTSA. This assumes that a search of NHTSA's Highway Safety Literature File will have been made by the Contractor to eliminate the acquisition of duplicate documents.

f. **Award Notice/Incurrence of Cost**

Until a formal notice of award is issued, no communication by the Government either written or oral shall be interpreted as a promise that an award will be made.

The NHTSA CO is the only individual who can legally commit or obligate the Government to the expenditure of public funds. No costs chargeable to the proposed contract can be incurred before receipt of a fully executed contract or specific written authorization from the NHTSA CO.

L.8 **SPECIAL NOTICES**

1. Questions concerning this Solicitation shall be in writing to Larry Gooding, Contract

Specialist, by no later than 8/01/08. It is preferred that any and all such questions are sent electronically to Larry Gooding at E-mail address: larry.gooding@dot.gov All questions and answers will be available on website www.fedbizopps.gov or www.eps.gov under the Solicitation Number DTNH22-08-R-00112, entitled: "Human Factors Engineering Support for Vehicle Safety Research", by no later than 08/01/08.

2. Offerors shall acknowledge receipt of amendments, if any, to the Solicitation. Accordingly, offerors should pay attention to Block 14, Acknowledgement of Amendments, of Standard Form 33, Offer and Award, for guidance in complying with this requirement.

L.9 **PROPOSAL SUBMISSIONS**

1. The contractor shall submit its proposals on CD ROM. Its cost proposal must be presented on a CD ROM separate from its Technical Proposal. A total of six (6) CD ROMs containing the offeror's technical proposal and a total of six (6) CD ROMs containing the offeror's price proposal must be provided. Proposals may be sent either in Microsoft Word, Excel, or PDF format.
2. **Technical proposals shall not contain any cost or pricing information.** These two proposals must appear on separate CD ROM attachments.
3. Do to security constraints; delivery of documents via USPS is often delayed. Therefore, the CD ROMs should be sent via FEDEX or other commercial express shipment.
4. The offeror must submit the following documents in hardcopy format: One originally-signed copy of the Standard Form 33; One completed copy (with original signature) of this solicitation's Section K "Representations, Certifications, and other statements of offerors.
5. All documents must be received at the address identified on this RFP's SF-33 block 7 and 8 by the time and date prescribed. The Offeror is solely responsible for the timely submission of the proposal materials discussed in this RFP.

L.10 **TECHNICAL PROPOSAL INSTRUCTIONS**

Offerors shall identify the **authors** of their proposals and **specify** those sections for which the writers had major responsibility. The technical proposal shall consist of the following major sections: (i) Table of Contents, (ii) Introduction, (iii) Technical Approach and Ability, (iv) Qualifications of Project Personnel, (v) Similar Experience and Past Performance, and (vi) Capabilities, Facilities and Scheduling.

i. **Table of Contents**

The Table of Contents shall provide the reader a means to easily identify major points of discussion. Further, if the offeror elects to deviate from any major headings or section titles indicated in this Request-for-Proposals, the Table of Contents should clearly indicate the relationship between the offeror's proposal framework and that of the Request-for-Proposals.

ii. **Introduction**

The Introduction shall provide reviewers with an impression of the offeror's understanding of the requirement's objectives, scope of work and intended products.

iii. **Technical Approach and Ability** (See Section M.3.2.2)

The offeror shall provide a technical proposal that describes its approach in achieving the potential work outlined under Section C of this RFP.

iv. **Qualifications of Project Personnel** (See Section M.3.2.1)

The offeror shall submit documentation and discuss how the proposed project staff personnel are commensurate with the Technical Objectives of this RFP and resultant contract. As part of the proposal, the contractor shall submit:

- A. An organizational chart showing each proposed person's position in the organization and how that position relates to others established for this contract.
- B. Resumes of personnel which the contractor intends to use for this contract effort. Resumes should include educational background and relevant career experience.

For purpose of this solicitation, "staff" is defined as all personnel proposed to work on the requirement regardless of their specific assignment or primary organizational affiliation (i.e., professional, technical, and administrative/clerical staff, as well as subcontractor personnel and consultants). Offerors are encouraged to concentrate effort among the contractor's core staff who will be dedicated to the requirement rather than proposing a large staff with low individual project time dedication or heavy dependence on subcontractor personnel.

The names and labor categories of all proposed staff members, as well as their role in performing the requirement, shall be identified. Biographical summaries, with dates provided for past positions, shall be included for proposed professional and technical staff, including such staff to be obtained through the use of subcontractor personnel and consultants. In addition, information shall be provided which clearly specifies the relationship between staff experience and task assignments, including the identification of primary responsibilities, for such staff members. Offerors are reminded of the Key Personnel and Facilities Clause (Section G).

The offeror may include additional labor categories that may be necessary for successfully meeting the objectives outlined in the Statement of Work. If the above labor categories do not match those of the offeror's organization, the offeror shall review the labor category descriptions in Section B.4.9 of the Solicitation and propose its organization's categories that meet the labor descriptions in Section B.4.9. These categories shall be cross-referenced to the Government categories separately, and Section B and M shall not be altered in their submission. Further, if the offeror does not possess the needed labor categories, it may fulfill the requirement through subcontractor personnel and/or consultants.

If additional labor categories are expected or if subcontractors or consultants are anticipated, the offeror shall state the names, availability, and the nature of the services to be performed by each individual.

v. **Similar Experience and Past Performance** (See Section M.3.2.4)

In order to assess the contractor's experience with similar research activities as those described in this RFP, the offeror shall describe the types of previous research and activities it has performed in the past on projects similar to those discussed in this RFP. In particular, the offeror shall describe its experience in research and familiarity with human factors research related to vehicle safety programs and issues. The offeror shall provide narrative description of the project or experience. Short abstracts of related work shall include the name, current affiliation and phone number of the sponsor's project officer (or equivalent) and the dates the work was performed. In particular, relevant contracts performed over the past three years with the United States Government are of particular interest. The principal investigator should be clearly identified as well as applicable contract numbers.

In order to assess the quality of work performed on previous, similar contract efforts (or record of past performance) the offeror shall also list at least three references (prior customers) who can comment on the level of customer satisfaction experienced when receiving comparable services from your organization. Those references shall include: Name of Point of Contact, Organization, Phone Number and/or e-mail address, relevant contract number, title of contract, period of performance and dollar amount.

Finally, the offeror shall provide a list of any contract, regardless of dollar value, that was terminated for the convenience of the Government within the past three years, or any contract, regardless of dollar value, that was terminated for default within the past three years. Identify the agency, the contract number and a point of contact (name, address and telephone number). Briefly explain the circumstance in each instance.

Note: Offerors, for which no historical record of past performance has been established, will only be rated on "Similar Experience" for this factor. Offerors, whose established record of past performance is poor, will be given a "poor" rating for the evaluation factor.

vi. **Capabilities, Facilities, Management and Scheduling** (See Section M.3.2.3)

The offeror shall describe the facilities it either owns, or has at its disposal, to conduct data collection under a variety of test protocols. The offeror should explain how its resources are appropriate to perform the type of work identified in this RFP, to respond to Task Order requirements within the timeframe specified in this RFP, and to meet deadlines. The offeror shall include an organizational chart which describes the entire management hierarchy and illustrates how the offeror's overall organization is established to support the requirements of this contract effort.

L.11 **BUSINESS MANAGEMENT PROPOSAL INSTRUCTIONS**

a. **Contract Pricing Proposal**

Offerors shall complete and submit the Price Schedules, Section B.5, located in this Solicitation. In submitting these prices, the offeror shall indicate what, if any, discount

of the offeror's standard commercial prices is being offered to the Government, as follows:

1. Direct Labor. The offeror shall propose loaded hourly rates for each labor category listed in Section B.5 of this RFP. Loaded hourly rates shall include the labor categories, based hourly labor rates plus all applicable, allowable, and allocable indirect costs (as permitted by the Federal Acquisition Regulation (FAR)). Indirect costs may include: Fringe Benefits, Overhead Rates, Facilities Capital Cost of Money (FCCM), General and Administrative (G&A) expenses. Fee or Profit may be included in the loaded labor-hour rates as well. The "loaded" labor-hour rates shall be fixed at the time of Contract award and shall remain fixed for the entire term of the Contract (to include the Option Periods, if exercised).
2. Other Direct Costs. In addition to Direct Labor costs, Sections B.3.2 and B.3.3 of this Solicitation (and resultant Contract) include pre-defined "Other Direct Costs" (ODCs) (i.e. Travel, Material, Other). If the offeror anticipates that ODCs will be incurred in performing this effort, the offeror shall list those costs as well as explain the reason for including those costs.
3. Subcontracting Costs. If the offeror intends to include subcontracting in performing this effort, then additional pricing information will be required regarding subcontracting costs. Specifically, the offeror must describe the subcontracting effort as well as provide an explanation regarding the fairness and reasonableness of those costs. Subcontracting Costs must then be included in the Section B.5 Schedules.
4. Indirect Costs applicable to Other Direct Costs and Subcontracting Costs. The offeror (in accordance with its established accounting practices) may apply an indirect cost to Other Direct Costs and Subcontracting Costs ***only to the extent that those indirect costs are not recovered also in the loaded labor rate for each Direct Labor category***. If the offeror elects to apply indirect costs to Other Direct Costs, it must: (1) Identify the indirect cost rate applicable to Other Direct Costs in Section B.5; (2) Show that these indirect cost are not being recovered as part of the Direct Labor's loaded hourly rates; and (3) Show that the application of indirect costs to Other Direct Costs is in accordance with its established accounting practices. If the indirect cost is applied to Other Direct Costs, then the offeror must show that application in each Section B.5 price schedule. The offeror's indirect cost rate applied to Other Direct and Subcontracting costs (if applicable) shall be fixed at time of Contract award and remain fixed for the duration of the Contract's Base, and Option Periods.
5. Application of fee or profit. Fee or profit may only be applied to the offeror's Direct Labor rates. ***The offeror's fee or profit may not be applied to any Other Direct or Subcontracting Costs***

If other divisions, subsidiaries, parent or affiliated companies are proposed to perform work or furnish materials, provide the name and location of such affiliates and your intercompany pricing policy.

b. **Business Management Information**

Offerors are instructed to complete the Business Management Information sheets (Attachment 1 to Section L) in sufficient detail to allow a full and complete business evaluation.

DISCLOSURE OF CONFLICTS OF INTEREST (OCT 1994)

It is the Department of Transportation's (DOT's) policy not to award contracts to offerors whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by DOT or in organizations whose interests may be substantially affected by Departmental activities.

Based on this policy:

- (a.)The offeror shall provide a statement in its technical proposal which describes in a concise manner all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by DOT or with an organization whose interests may be substantially affected by Departmental activities, and which is related to the work under the request. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Affected organizations shall include, but are not limited to, the insurance industry. Key personnel shall include any person owning more than a 20% interest in the offering firm, and the offeror's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.
- (b.)The offeror shall describe in detail why it believes, in light of the interest(s) identified in (1) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.
- (c.)In the absence of any relevant interest identified in (1) above, the offeror shall submit in its technical proposal a statement certifying that to its best knowledge and belief, no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractors prior to award of a subcontract.
- (d.)The Contracting Officer will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to DOT will be used to determine whether an award to the offeror may create a conflict of interest. If such conflict of interest is found to exist, the Contracting Officer may (a) disqualify the offeror, or (b) determine that it is otherwise in the best interest of the United States to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.
- (e.)The refusal to provide the disclosure or representation, or any additional information as required may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award, the Contractor discovers a conflict of interest with respect to this contract which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a description of the action which the Contractor has taken or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if it is deemed that termination is in the best interest of the Government.

SECTION M **EVALUATION AND AWARD FACTORS**

M.1 EVALUATION, NEGOTIATIONS AND AWARD PROCESS:

- A. The evaluation process designed for this procurement will be of a two-phased nature.

INITIALLY - The offeror's technical proposal will be evaluated for technical merit according to the criteria set forth in M.2, EVALUATION FACTORS.

SECONDLY - The offeror's proposed prices will be considered. The review of the offeror's cost estimates will be made independently of the technical review. Prices of **technically unacceptable** proposals will not be evaluated.

- B. Discussions may be conducted with those offerors whose responsive and technically acceptable technical proposals, combined with their price proposals, place them in the competitive range. Discussions will be conducted to the extent deemed necessary by the Government. **HOWEVER, OFFERORS ARE CAUTIONED TO SUBMIT PROPOSALS ON THE MOST FAVORABLE BASIS SINCE THE GOVERNMENT RESERVES THE RIGHT TO MAKE AN AWARD WITHOUT DISCUSSION, IN ACCORDANCE WITH FAR 52.215-1, INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION.**
- C. The Evaluation Factors set forth in M.2 will be used in evaluating **technical proposals**. Further guidance on requirements and criteria is provided in Section L - Instructions, Conditions and Notices to Offerors. Technical considerations are primary. Costs will not be accorded any specific numerical rating. If there are no significant technical proposal differences, cost may be the determining factor for source selection. An offeror whose price is high(er) may be accepted if technical considerations make the offer most advantageous to the Government.
- D. Any contract resulting from this solicitation will be awarded to that responsible offeror whose offer, conforming to the solicitation, will be most advantageous to the Government, price and other factors considered. Evaluation and selection for award under this procurement will be in accordance with FAR 15.3, Source Selection and Sections L and M of this RFP.

M.2 EVALUATION FACTORS:

- (a) Evaluation of all offers will be made in accordance with the criteria outlined in this section. The proposals will be evaluated against the following five (5) factors.:

Factor 1	Qualification of Project Personnel
Factor 2	Technical Approach and Ability
Factor 3	Capabilities, Facilities, Management and Scheduling
Factor 4	Similar Experience and Past Performance
Factor 5	Cost

Factors 1 through 4 are referred to as the Technical Factors. Factor 5 is a Cost factor that will be evaluated separately and applied in the determination of best value.

The rated technical evaluation criteria are more important than price. As relative technical advantages and disadvantages become less distinct, differences in price between proposals are of increased importance in determining the most advantageous proposal. Conversely, as differences in price become less distinct, differences in relative technical advantages and disadvantages between proposals are of increased importance to the determination.

- (b) The technical evaluation will be attained through a determination and an analysis of strengths, weaknesses, and risks of each proposal. Technical risks will be included in the final evaluation of each factor and will not be evaluated as a separate factor. In the assessment of technical risk, the Government evaluators will consider all available information.

M.3 TECHNICAL EVALUATION

M.3.1 Relative Order of Importance of Technical Factors

Technical Proposals will be evaluated and the prospective Contractor will be selected based principally on the following criteria listed in order of descending importance. The weights are as follows:

<u>Factor</u>	<u>Weight</u>
Qualification of Project Personnel	30
Technical Approach and Ability	25
Capabilities, Facilities, Management and Scheduling	25
Similar Experience and Past Performance	20

M.3.2 Description of Technical Factors

Detailed descriptions of the evaluation factors are provided below

M.3.2.1 Qualifications of Project Personnel (see L.10.iv).

The offeror will be evaluated on:

- The qualifications of proposed personnel to perform the types of research listed in the RFP;
- The capability of proposed personnel to collect data and conduct sound analyses of crash avoidance research issues;
- The capability of proposed personnel to develop and implement technically-sound experimental protocols and data analysis techniques as well as their basic understanding of crash avoidance systems, their potential safety significance, and the role of human factors considerations in influencing safety risk.

Proposed subcontractor and consultant personnel will also be evaluated as discussed above.

M.3.2.2 Technical Approach and Ability (see L.10.iii)

The offeror will be evaluated on:

- The responsiveness, clarity, feasibility, uniqueness, and technical soundness of the offeror's description of their approach to solving the types of technical problems and resolving the types of critical issues which will lead to successful completion of possible task orders within the scope of this IDIQ.
- Understanding of the technical issues and required test and evaluation methodologies appropriate to resolving research questions that might fall under this procurement.
- Awareness of the practical considerations and constraints that must be addressed to conduct the type of research that might be within the scope of possible task orders under this IDIQ.
- Ability to identify the technical considerations and challenges that must be addressed when conducting the types of research that might be requested in possible task orders under this IDIQ.
- Capability and experience to conduct the necessary analyses and to implement and evaluate necessary data collection activities.

M.3.2.3 Capabilities, Facilities, Management and Scheduling (see L.10.vi)

The offeror will be evaluated on:

- The degree to which the offeror has access to the necessary test facilities to conduct data collection under a variety of test protocols;

- The degree to which its organizational resources and structure will support the requirements of this contract and associated task orders;
- The degree to which the offeror's resources and structure will support the time-sensitive requirements of this contract and associated task orders.

M.3.2.4 Similar Experience and Past Performance. (See L.10.v)

In this factor, the sub-factors Similar Experience and Past Performance are of equal importance.

A. Similar Experience

- a). This subfactor will be evaluated on the basis of the offeror's relevant research experience during the last three (3) years. The Government will determine whether the offeror's experience, including the planning and implementation on contracts, is consistent with the type of work described in Section C. of this RFP. Similar experience from current or previous contracts will be compared with the description of work for this RFP as outlined in Section C.
- b). The information presented in the offeror's proposal, together with information from any other sources available to the Government, will provide the primary input for evaluation of this factor. The Government reserves the right to verify the specifics of current or previous contracts described in the offeror's proposal.

B. Past Performance

- a) Evaluation of past performance will allow the Government to determine whether the offeror consistently delivered quality services in a timely manner. Past performance will be evaluated for contracts performed by the offeror during the last three (3) years that is consistent with the type of work described in Section C of this RFP. The Government may contact references provided by the offeror as well as other relevant individuals. The Government may obtain additional information on past performance from other sources such as government past performance databases, Inspector General reports, and Government Accountability Office (GAO) reports.
- b) In general, past performance will be evaluated on the extent of client satisfaction with previous performance of the offeror; the offeror's effectiveness in managing and directing resources (human, material, financial); the offeror's demonstration of reasonable and cooperative behavior in dealing with clients; the offeror's quality performed services; the offeror's ability to manage contract activities; and the offeror's effectiveness in meeting schedules in providing services and products.
- c) If the Government receives, from a given offeror, no Past Performance references or irrelevant contract information, the offeror will receive a neutral Past Performance evaluation rating. If, on the other hand, the offeror does have a history of past performance, and that record is poor, then the offeror will receive an overall poor grade for this Factor 2.

M.4 Disclosure of Conflicts of Interest

This section shall include the information required by the Transportation Acquisition Regulation 1252.209-70, Disclosure of Conflicts of Interest, as stated in full text in L.6 of this solicitation.

M.5 52.216-27 SINGLE OR MULTIPLE AWARDS (OCT 1995)

The Government may elect to award a single delivery order contract or task order contract or to award multiple delivery order contracts or task order contracts for the same or similar supplies or services to two or more sources under this solicitation.

M.6 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate the offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

Complete the following price schedules which will be used for price evaluation. All Offerors shall calculate the extended price by multiplying the fixed unit price times the estimated quantity. The extended prices shall be added to arrive at the total evaluated price. Offerors shall submit these pages with their proposal.

M.7 COST EVALUATION

M.7.1 General

The cost evaluation will include price completeness and accuracy, price realism, price reasonableness, price risk, and total cost to the Government. Evaluation of the option years will not obligate the Government to exercise the options.

M.7.2 Cost Evaluation Factors

- (a) The Government will review the price schedules for completeness and accuracy. A determination will be made as to whether the Offerors have properly understood the cost proposal instructions and properly completed the price schedules. Changes to the evaluation quantities, blanks or zeros in the pricing columns, and/or mathematical mistakes are subject to clarification for confirmation of the Offerors' intent. The Offerors' proposals will be checked for mathematical correctness to include the following:
 - (1) Checking arithmetic in all Sections B.5 and L Supplement 1 computations;
 - (2) Making sure that all prices/costs are summarized correctly; and
 - (3) Comparing electronic submittals with hard copies.
- (b) A determination will be made regarding whether the price appears unbalanced either for the total price of the proposal or separately priced line items. An analysis will be made by item, resource, quantity, and year to identify any irregular or unusual pricing patterns. An unbalanced proposal is one that incorporates prices that are less than cost for some items and/or prices that are overstated for other items.

M.7.2.2 Price Realism

The Offerors are placed on notice that any proposals that are unrealistic in terms of technical commitment or unrealistically low in cost(s) and/or price will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk of contract requirements, and may be grounds for rejection of the proposal.

M.7.2.3 Price Reasonableness

The Offerors are expected to establish a reasonable price relationship between all price/cost elements listed in Section B. An evaluation of the Offerors' cost proposals will be made to determine if they are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the technical proposal. Reasonableness determinations will be made by determining if competition exists, by comparing bid prices with established commercial or GSA price schedules, by evaluating labor rates, and/or by comparing bid prices with the Independent Government Cost Estimate (IGCE).

M.7.2.4 Cost Risk

Cost risk refers to any aspect of the Offerors' proposals that could have significant negative cost consequences for the Government. Proposals will be assessed to identify potential cost

Section L Supplement 1

Page 1 of 7

CONTRACT PRICING SHEET

[Composition of Loaded Fixed Hourly Rates]

The offeror shall complete the following pricing elements (A, B, C, D, E, F, & G) as appropriate, for each contract year.

BASE PERIOD 1

DIRECT LABOR

	(A)	(B)	(C)	(D)	(E)	(F)	(G)
							STRAIGHT
OVERTIME LABOR CATEGORIES OF PRIME CONTRACTOR	BASE RATE	FRINGE BENEFIT %	O/H RATE %	G & A %	LOADED FIXED PROFIT %	LOADED FIXED HOURLY RATE	LOADED FIXED HOURLY RATE
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	

NOTE: For fringe, overhead, general & administrative, and profit [as applicable], show dollar amount as well as percentage used to arrive at dollar amount.

Section L Supplement 1

Page 2 of 7

CONTRACT PRICING SHEET

[Composition of Loaded Fixed Hourly Rates]

The offeror shall complete the following pricing elements (A, B, C, D, E, F, & G) as appropriate, for each contract year.

BASE PERIOD 2

DIRECT LABOR

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
								STRAIGHT
OVERTIME LABOR CATEGORIES OF PRIME CONTRACTOR	BASE RATE	FRINGE RATE	BENEFIT %	O/H RATE %	G & A %	LOADED FIXED PROFIT %	LOADED FIXED HOURLY RATE	LOADED FIXED HOURLY RATE
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	

NOTE: For fringe, overhead, general & administrative, and profit [as applicable], show dollar amount as well as percentage used to arrive at dollar amount.

Section L Supplement 1

Page 3 of 7

CONTRACT PRICING SHEET

[Composition of Loaded Fixed Hourly Rates]

The offeror shall complete the following pricing elements (A, B, C, D, E, F, & G) as appropriate, for each contract year.

OPTION YEAR 1 – THIRTY-SIX (36) MONTHS - PERIOD 1

DIRECT LABOR

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	STRAIGHT
OVERTIME LABOR CATEGORIES OF PRIME CONTRACTOR	BASE RATE	FRINGE BENEFIT	% O/H RATE	%	G & A %	LOADED FIXED PROFIT %	LOADED FIXED HOURLY RATE	HOURLY RATE
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	

NOTE: For fringe, overhead, general & administrative, and profit [as applicable], show dollar amount as well as percentage used to arrive at dollar amount.

Section L Supplement 1

Page 4 of 7

CONTRACT PRICING SHEET

[Composition of Loaded Fixed Hourly Rates]

The offeror shall complete the following pricing elements (A, B, C, D, E, F, & G) as appropriate, for each contract year.

OPTION YEAR 1 – THIRTY-SIX (36) MONTHS - PERIOD 2

DIRECT LABOR

		(A)	(B)	(C)	(D)	(E)	(F)	(G)	STRAIGHT
OVERTIME									
LABOR CATEGORIES	BASE	FRINGE					LOADED FIXED	LOADED FIXED	
OF PRIME CONTRACTOR	RATE	BENEFIT	%	O/H RATE	%	G & A	PROFIT %	HOURLY RATE	HOURLY RATE
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	\$	\$	

NOTE: For fringe, overhead, general & administrative, and profit [as applicable], show dollar amount as well as percentage used to arrive at dollar amount.

CONTRACT PRICING SHEET

[Composition of Loaded Fixed Hourly Rates]

The offeror shall complete the following pricing elements (A, B, C, D, E, F, & G) as appropriate, for each contract year.

OPTION YEAR 1, THIRTY-SIX (36) MONTHS- PERIOD 3

A. DIRECT LABOR

		(A)	(B)	(C)	(D)	(E)	(F)	(G)	STRAIGHT	
OVERTIME	LABOR CATEGORIES	BASE	FRINGE							
OF PRIME CONTRACTOR		RATE	BENEFIT	%	O/H RATE	%	G & A	%	LOADED FIXED PROFIT %	LOADED FIXED HOURLY RATE
				</						

NOTE: For fringe, overhead, general & administrative, and profit [as applicable], show dollar amount as well as percentage used to arrive at dollar amount.

SUBCONTRACT(S) \$_____. Reference*_____

Provide the following supporting data for each subcontractor as follows:

Name and address of the subcontractor.

Statement of Work and work plan (schedule) for the portion of work to be performed by the subcontractor.

Cost proposal including a detailed breakdown of costs.

Names and positions of personnel who will work on the project.

A letter or other statement from each proposed subcontractor indicating that they have been approached on the matter of participation in this contract and that they are willing and able to do so for the terms indicated.

TRAVEL \$_____

DIRECT MATERIAL \$_____

MATERIAL OVERHEAD

Show cost here only if your accounting system provides for such cost allocation and only if this cost is not computed as part of labor overhead or G&A.

Material Overhead: Rate _____ % x \$ _____ Base = \$ _____

COST ELEMENT (2) – FRINGE BENEFITS

Use the Fringe Benefits rate(s) approved by a Government audit agency for use in proposals. If no such approval is given, or if the approval is more than 12 months old, provide data supporting the proposed rates. The data shall include a breakdown of the items comprising overhead and the base(s) upon which the burden(s) is/are computed.

Burden	Rate(%) x	Base	=	Est. Cost(\$)	Reference*
--------	-----------	------	---	---------------	------------

Fringe Benefits _____ x _____ = _____

COST ELEMENT (3) – LABOR OVERHEAD

Use the overhead rate(s) approved by a Government audit agency for use in proposals. If no such approval has been given, or if the approval is more than 12 months old, furnish data supporting the proposed rates. The data shall include a breakdown of the items comprising overhead and the base(s) upon which the burden(s) is/are computed.

Burden	Rate(%) x	Base	=	Est. Cost(\$)	Reference*
Labor Overhead	_____ x	_____	=	_____	_____

* References for any further breakdown, elaboration and/or comment on the elements in this format shall be placed on a separate page.

COST ELEMENT (4) – GENERAL AND ADMINISTRATIVE EXPENSE

Use the G&A rate and base approved by Government audit agency for use in proposals. If no such approval has been given, or if the approval is more than 12 months old, provide data supporting the proposed rates. The data include a breakdown of the items comprising G&A and the base(s) upon which the burden(s) is/are computed.

G&A Rate _____ % of Cost Elements Nos. _____ Reference* _____

* References for any further breakdown, elaboration and/or comment on the elements in this format shall be placed on a separate page.

COST ELEMENT (5) – PROFIT OR FEE (_____%) Reference* _____

* References for any further breakdown, elaboration and/or comment on the elements in this format shall be placed on a separate page.

FACILITIES CAPITAL COST OF MONEY \$_____ Reference* _____

NOTE: If you intend to claim facilities capital cost of money as a cost element of your proposal, you must complete and include Form CASB-CMF in your cost proposal. Form CASB-CMF is not required of offerors who submit the form to support forward pricing rate agreements or who otherwise make annual submissions of the form to NHTSA or a cognizant administrative or auditing office.

SECTION L - Supplement 2

(Page 1 of 3)

BUSINESS MANAGEMENT INFORMATION

Information regarding the following items shall be furnished in sufficient detail to allow a full and complete business evaluation. If any of the following questions are not applicable or there is no answer, place AN/A@ after the question.

(1) What is your fiscal year period? (Give month to month dates.)

(2) Attach a current organization chart of the company.

(3) Have the proposed indirect cost rate(s) been evaluated and accepted by any Government agency?

Yes

No

If yes, give name, address, and telephone number of the Government agency:

(4) If the answer to (3) is NO:

Submit data supporting the proposed rates, including a breakdown of the items comprising overhead and G&A, and the base upon which the burdens are computed, and

Submit a current financial statement, including a balance sheet and a statement of profit and loss for the last completed fiscal year. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your business management proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(5) If answer to (3) is NO, what was your work distribution for the last two completed fiscal accounting periods?

FY 05 FY 06

Government cost reimbursement type	\$	\$
Prime contracts and subcontracts:		

Government fixed price prime	\$	\$
Contracts and subcontracts:		

Commercial Sales:	\$	\$
-------------------	----	----

Total Sales:	\$	\$
--------------	----	----

(6) Has your system of control of Government property been approved by a Government agency? Yes

No

If yes, give name, location, and telephone number of the Government agency:

. Solicitation No. DTHN22-08-R-00112

PR No. NVS-08-04308

—

SECTION L - Supplement 2

(Page 2 of 3)

(7) Does your firm have an established written incentive compensation or bonus plan?

Yes No

(8) Has your cost estimating system been approved by any Government agency?

Yes No

If yes, give name, location, and telephone number of the Government agency:

(9) Has your cost accumulation system been approved by a Government agency:

Yes No

If yes, give name, location, and telephone number of the Government agency:

(10) If the answer to No. 8 and/or 9 is NO, describe your accounting system of estimating and accumulating costs under Government contracts. (Check appropriate blocks).

	Estimated	Standard
	Actual Cost	Cost

Estimating System

Job Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accumulating System

Job Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION L - Supplement 2

(Page 3 of 3)

(11) List any Government-furnished property proposed for use in this effort:

Description

Location

If this property is accountable to another Government agency's contract, provide the contract number, Government agency name, and the Contracting Officer's name, address and telephone number:

(12) List any contract that was terminated for the convenience of the Government within the past 3 years, and any contract that was terminated for default within the past 5 years. Briefly explain the circumstance in each instance. (Provide attachment, if necessary.)

The offeror must submit the following documents in hardcopy format: One originally-signed copy of the Standard Form 33; One completed copy (with original signature) of this solicitation's Section K "Representations, Certifications, and other statements of offerors.

All documents must be received at the address identified on this RFP's SF-33 block 7 and 8 by the time and date prescribed. The Offeror is solely responsible for the timely submission of the proposal materials discussed in this RFP.